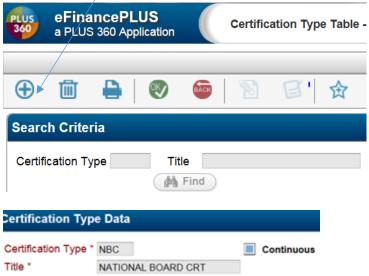
## **National Board Certification**

National Board Certified Personnel will be collected in Cycles 2 and 6, beginning SIS Year, 28 (FY 18)

1. Add the NBC code to the certification table

Human Resources>Reference Tables>Personnel>Certification Types

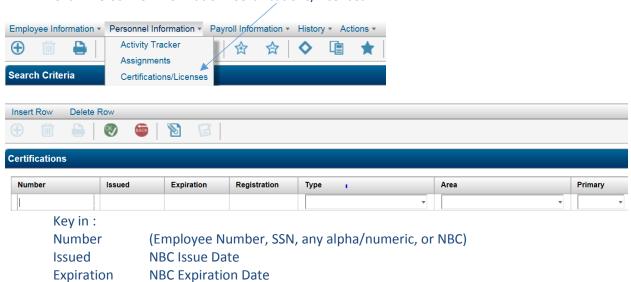
- Click the PLUS icon to add NBC
- Add NBC type and title.
- Click OK to save.



2. Add the NBC code to all employees who are National Board Certified.

Human Resources>Entry & Processing>Employee Information

- Key in employee number or Name
- Click Find or OK
- Click Personnel Information>Certifications/Licenses



Expiration
Type NBC

Click OK to save.

Certifications					
Number	Number Issued		piration	Registration	Туре
NBC		11/17/2012	11/17/2022	11/17/2012	NBC - NATIONAL BOARD CRT